

Annual Report 2012

The Clark County Law Library strives to provide access to legal information to all patrons who come through the door. The Library offers personal, professional assistance with no strings attached. Our mission is to ensure that the Clark County Law Library provides a community resource for access to justice for people of any age, income, or educational level.

The Clark County Law Library Board of Trustees presents this 2012 Annual Report, as required by RCW 27.24. This Report is based on information supplied by Maria Sosnowski, Law Librarian. This Annual Report covers the period from January 1, 2012 through December 31, 2012.

Comments are welcome. Please feel free to contact Law Librarian Maria Sosnowski, or board members Rachel Brooks (Co-Chair), Meridee Pabst (Co-Chair), Judge John Nichols, Judge Rich Melnick, and Commissioner Steve Stuart.

Highlights of the Year

- Started major reorganization of materials estimated to take 6-9 months, resulting in discard of POF 1st, CJS, ALR 1st, USCCAN, all regional reporters except Pacific, and old digests
- Added Gale Legal Forms database allowing patrons to search for forms remotely
- Donations of materials by Gimi Larson, Pabst Holland & Reynolds, Mary Ann Royle, and Clark Public Utilities

The Library

The Clark County Law Library is created and governed by RCW 27.24. The Library is a unique entity, created by state statute but located in the county. We are governed by a five-member board of trustees, and the bulk of our revenue comes from our statutory share of filing fees. While we are considered a service of Clark County, and they provide us with space and some support services, we are not a county department. Use of the law library is available at no cost to the public during our open hours.

Our Patrons

The general public is the largest user group in the Law Library, and they asked 82% of the reference questions during the year. Paralegal students from Clark College and Everest College use the Library to learn legal research.

The Library also serves 10 Superior Court judges, 6 District Court judges, a magistrate, 4 court commissioners, 500 or more Clark County attorneys as well as attorneys from other counties and Oregon. We provide reference services to inmates in the Clark County Jail and provided interlibrary loan services to other libraries on an as-needed basis. In addition, the Law Library provides collection maintenance services to the Jail Law Library pursuant to an interlocal agreement with the Sheriff's Department.

Library Statistics

Currently, 24 items are on the missing materials list. This does not include missing books that have been replaced, or outdated items that would have been discarded due to age.

Materials Count

Approximate volumes at beginning of year	21546
Number of volumes added	1012
Number of volumes discarded	6061
Total approximate volumes	16497
Number on missing list	24

Circulation

Items checked out	753
Inter-Library Loans received	18
Inter-Library Loans sent	3
Total items circulating	792

Books and Print Materials

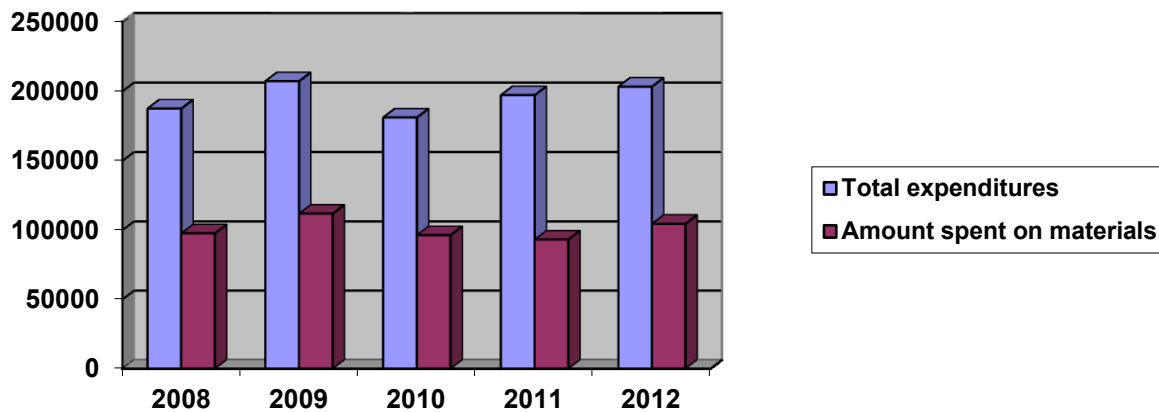
The law library maintains an extensive collection of Washington materials, including Continuing Legal Education materials from a variety of publishers, Washington State Bar Association Deskbooks, Jury Verdicts Northwest, Washington Practice, and Supreme Court briefs.

We also purchase a number of reporters, treatises, and practice manuals. Given the rising prices of materials, not all of our sets are kept current. Some are maintained on a rotating basis, and some are not maintained. However, we do keep all Washington materials current.

This year we engaged in a massive assessment of the collection which resulted in the discard of approximately 6,000 volumes, and we are arranging the rest of the materials to make them easier to access. We discarded sets that took up a lot of space but were not receiving proportionate use, such as the regional reporters. (these continue to be available electronically via our Westlaw subscription) That freed up enough room in our tight shelving to arrange the collection in a way that better respects jurisdiction and opens the collection for easier use by patrons.

This year 51% of our expenditures were on materials, which includes both computer databases and print materials. Figure 1 shows the relationship between the amount spent on materials and our total expenditures.

Figure 1: Total Revenue and Amount Spent on Materials 2008 - 2012



Electronic Resources

The Westlaw subscription includes cases and statutes for all states and federal circuits, an extensive Washington database, and some secondary materials. Westlaw is an attractive service to attorneys, is used regularly by self-represented patrons doing legal research, and is also used by the Librarian to assist patrons. We had 5,495 transactions conducted in Westlaw during the year.

We also continue to offer Shepards, a Lexis product, as an online subscription. This contract is the same from year to year and offers national Shepards service with a case citation.

We added the Gale Legal Forms database this year, which is a collection of Washington and national forms on a wide variety of civil topics. We will be trying this database out for a year to see how much usage it gets and how helpful it appears.

The Library offers printing from the computers at 25 cents per page. This allows patrons to print materials they find on free websites as well as our paid subscription websites. Some of that material is not available in print in the Library.

Use of the Library

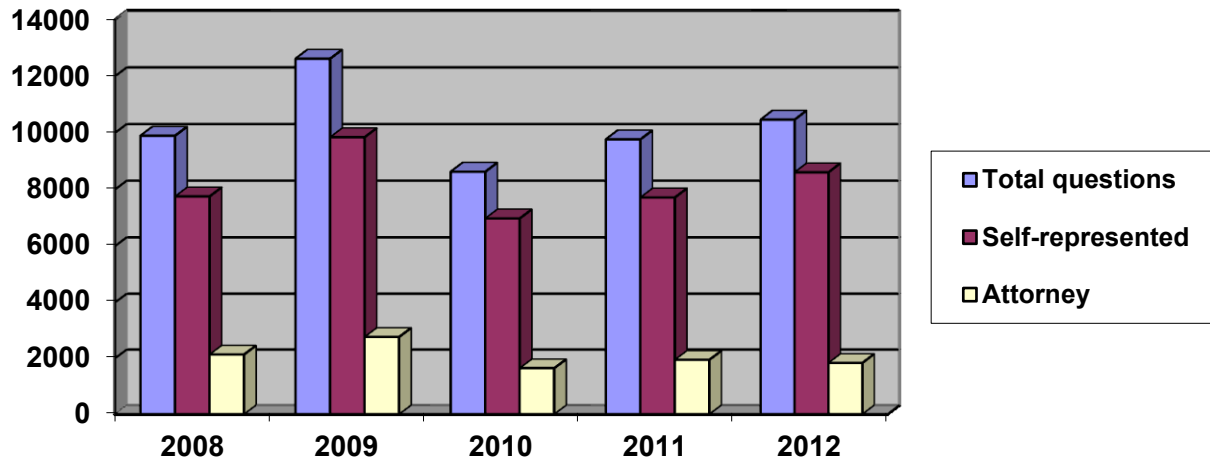
A. Number of people through the door

This year we had 17,254 people through the door, including 14,491 during open hours and 2,463 during closed hours. (Attorneys with keycards can enter during closed hours)

B. Reference questions

The Library answered 10471 reference questions during 2012. Of the total questions, 82% came from self-represented patrons (non-attorneys) with the remaining 18% coming from attorneys. This is a 12% increase in questions from self-represented patrons.

Figure 2: Reference Questions 2008 – 2012 by Attorneys and Self-represented Patrons



C. Circulation

Non-reserve books may be checked out on the honor system by judges, lawyers, and county officials. During 2012, 753 items were checked out. Three items were sent and 18 items were received through interlibrary loan during this period.

D. Inmate Requests

During the period covered by this report, the Library received 22 inmate requests.

Financial Report

The money in our budget comes from our statutory share of filing fees, interest on our reserve account, and any additional funds we are able to generate ourselves. The Law Library continues to look for ways to increase our self-generated revenues (see Figure 3 for a comparison of income from filing fees vs. self-generated revenues). Our revenues came from the following sources:

A. Passive revenues

1. Filing fees. In 2012, we received \$54,856 from District Court filing fees, and \$121,505 from Superior Court. This was a decrease in filing fees of 7% from District Court and 6% from Superior Court in the last year, and the second consecutive year in which our total filing fee revenues have fallen.

2. Investment interest. We earned \$1,097 in interest on our account during the year.

B. Self-generated revenues

1. Form kits. We sold two types of form kits during the year, which raised \$15,479 in net revenues during the year.

2. After-hours access keycards. We continue to charge attorneys for after-hours keycards, which raised \$1,908.

3. Copier. We raised \$1,071 from our share of copier revenues.

4. Sale of outdated materials. Certain materials, which in the opinion of the Librarian are likely to sell, are listed for bid. This allows the Library to raise a nominal amount of money from items that would otherwise be discarded. During the year, we raised an additional \$517 this way.

5. Jail contract. The Board of Trustees has an interlocal agreement with the Clark County Sheriff to provide services to the county jail facility to maintain their law library. In return, the Jail compensates the Library for the time of the law librarian. We received \$1,549 from the Jail during the year.

Total self-generated revenues: Our total self-generated revenues were \$20,524 for the year and 10% of our total revenue.

Figure 3: Law Library Income by Category 2008 - 2012

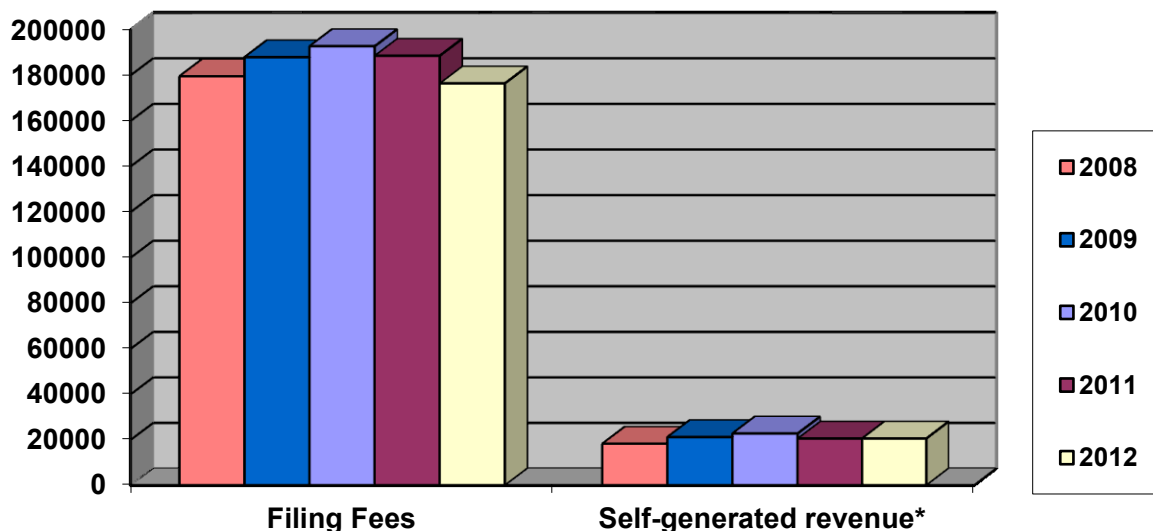


Figure 4: Income and Expenses for 2008 - 2012

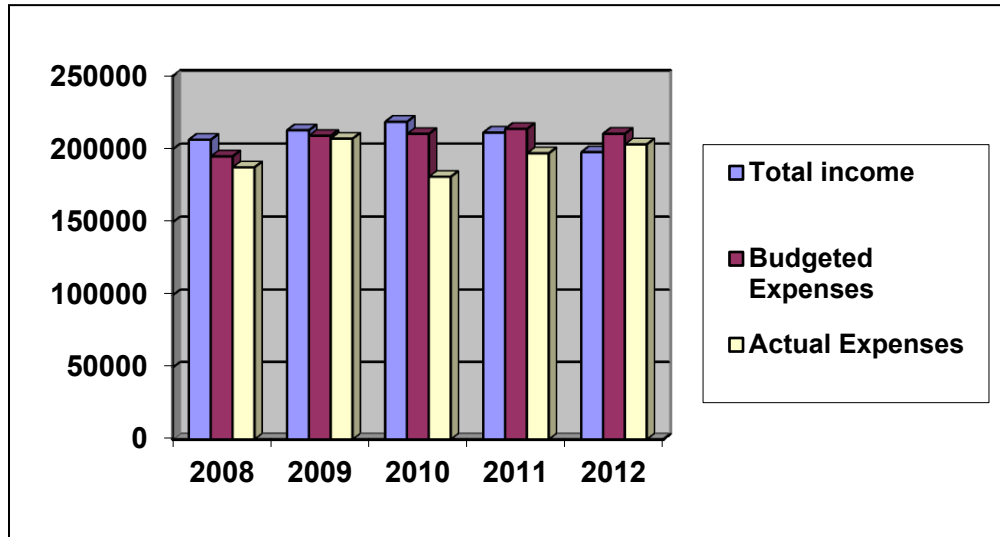


Figure 4 shows our total income compared with both budgeted and actual expenses for the last 5 years.

Figure 5: Expense breakdown

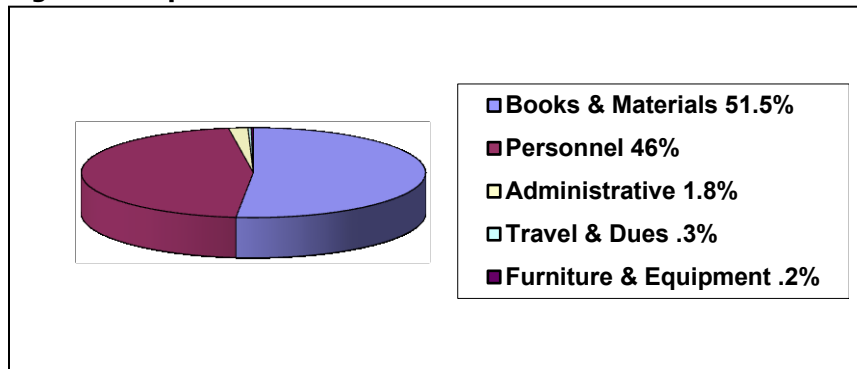


Figure 5 shows a chart of expenses by category. The greatest expense is books and materials.

Figure 6: Revenues by Source

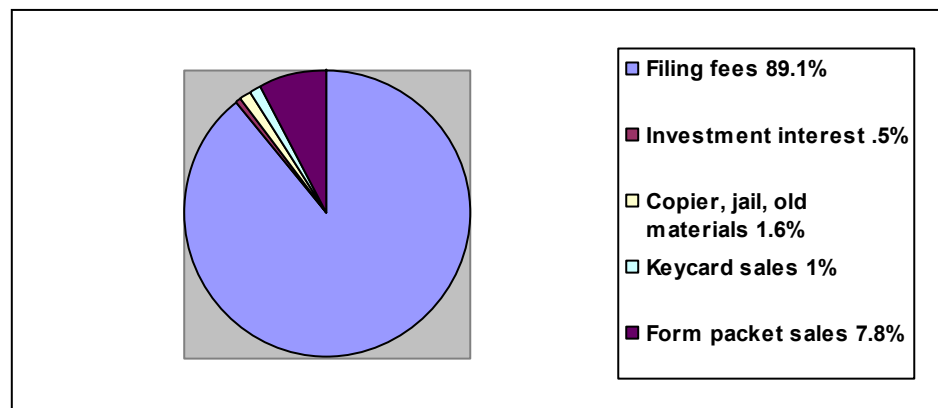


Figure 6 illustrates the percentage of each of our revenue sources.

And finally, Figure 7 lists expenditures and revenues by category and provides totals for each category. The law library ended the year under budget on both expenses and revenues.

Figure 7: January – December 2012 Expense and Revenue Numbers

<u>Income</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent of budget</u>
District Court filing fees	60,000.00	54,856.00	91%
Superior Court filing fees	130,000.00	121,505.00	94%
Interest	1,600.00	1,097.00	69%
Copier	0.00	1,071.00	%
After hours access keycards	3,000.00	1,908.00	64%
Form packets (gross)	15,000.00	17,079.00	114%
Jail Law Library services	1,000.00	1,549.00	155%
Reserve Account	0.00	4,267.00	
Income Subtotal	210,600.00	203,332.00	94%
<u>Expenses</u>			
Salaries	70,480.00	67,400.00	96%
Employee benefits	27,264.00	26,630.00	98%
Books, materials, and databases	100,000.00	104,553.00	105%
Office supplies and printing	2,500.00	3,313.00	133%
Temporary employment	600.00	64.00	11%
Telephone	250.00	298.00	119%
Long distance travel	1,000.00	175.00	18%
Equipment maintenance/repair	500.00	471.00	94%
Computer maintenance	300.00	0.00	0%
Dues and conferences	500.00	428.00	86%
Furniture	500.00	0.00	0%
Reserve account	5,728.00	0.00	0%
Expenses Subtotal	210,600.00	203,332.00	97%

Summary

The Law Library continues to be proactive in looking for ways to increase services to the public while staying within our budget. In the future, we will continue to monitor the decrease in filing fees that we have seen in the last two years. We will also see what impacts the collection overhaul has on the ease and amount of use of the collection.

Submitted on behalf of the Board of Trustees by:

_____/s/_____
Meridee Pabst, Co-Chair

____6/17/2013_____
Date

_____/s/_____
Rachel Brooks, Co-Chair

____6/17/2013_____
Date